

# Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

## Board of Town Commissioners WORK SESSION

Tuesday, March 8, 2022 – 7:00 p.m.

## AGENDA

This meeting will be conducted via Zoom Video Teleconference. As the Town Hall remains closed to the general public at this time, interested citizens may participate by video:

<https://uppermarlbormd-gov.zoom.us/j/89166599252?pwd=b005VWlrejRaTEZEZVJlVjJHQT09>

Webinar ID: 891 6659 9252, Passcode: 031416 or,

Audio Dial-in only: 301 715 8592 *Participants must sign-in with the Clerk*

**Work Sessions are open to public observation, however, public participation is at the discretion of the Board**

### 7:00 PM – Call To Order

Roll Call

Pledge of Allegiance

Consent to Agenda

Closed Session Summary – February 22, 2022

Women’s History Month Proclamation (Board Approval)

### Business:

1. Marlboro Gateway Development (Presentation)
2. Economic Development Firm RFP (Board Discussion)
3. Playground Phase 2 & 3 Update (Board Discussion)
4. FY23 Budget (Board Discussion)
5. Administrative & Staff Items

### Adjournment:

*Video of the Work Session will be posted to the Town YouTube Channel within 7 business days of the meeting.*

*All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217*

**Sarah Franklin**  
President

**Janice Duckett**  
Commissioner/Treasurer

**Thomas Hanchett**  
Commissioner

**Karen Lott**  
Commissioner

**Town of Upper Marlboro  
Board of Town Commissioners**

# **Proclamation**

## **In Recognition of Women’s History Month**

**WHEREAS**, The Town of Upper Marlboro recognizes that Women’s History is an essential part of the Town and of the United States; and

**WHEREAS**, the month of March is nationally recognized as Women’s History Month; and

**WHEREAS**, Women’s History Month is a celebration of women’s contributions to history, culture and society and has been observed annually since 1987; and

**WHEREAS**, the 2022 theme set by the National Women’s History Alliance is, “Providing Healing, Promoting Hope.”; and

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Upper Marlboro recognizes March 2022 as Women’s History Month; and

**BE IT FURTHER RESOLVED** that The Town of Upper Marlboro Board of Town Commissioners hereby recognizes the meaningful and significant contributions made by women to the history of the United States and The Town of Upper Marlboro in particular; and

**BE IT FURTHER RESOLVED** the Board of Town Commissioners hereby encourages citizen participation in events and programs pertaining to Women’s History Month.

**Signed this 8<sup>th</sup> Day of March 2022.**



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**Sarah Franklin, President / Mayor**

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**Janice Duckett, Commissioner**

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**Thomas Hanchett, Commissioner**

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**Karen Lott, Commissioner**

**BUILDING AREA SUMMARY:**

- RETAIL 'A': 4,800 S.F.
- RETAIL 'B': 1,066 SF x 2 = 2,132 S.F.
- RETAIL 'C': 1,132 S.F. x 2 = 2,264 S.F.
- RETAIL 'D': 895 S.F. x 2 = 1,790 S.F.
- RETAIL 'E': 696 S.F. x 2 = 1,392 S.F.
- RETAIL 'F': 1,106 S.F. x 2 = 2,212 S.F.

**TOTAL RETAIL SPACE: 14,590 S.F.**

**8 STORY BUILDING 'A': 15,548 S.F. x 8 = 124,384 S.F.**  
**700-800 S.F. PER UNIT = 150 UNITS**

**10 STORY BUILDING 'B': 11,836 S.F. x 10 = 118,360 S.F.**  
**700-800 S.F. PER UNIT = 140 UNITS**

**6 STORY BUILDING 'C': 4,163 S.F. x 6 = 24,978 S.F.**  
**700-800 S.F. PER UNIT = 24 UNITS**

**TOTAL DWELLING BUILDING AREA: 267,722 S.F.**

**TOTAL UNIT COUNT: 314**

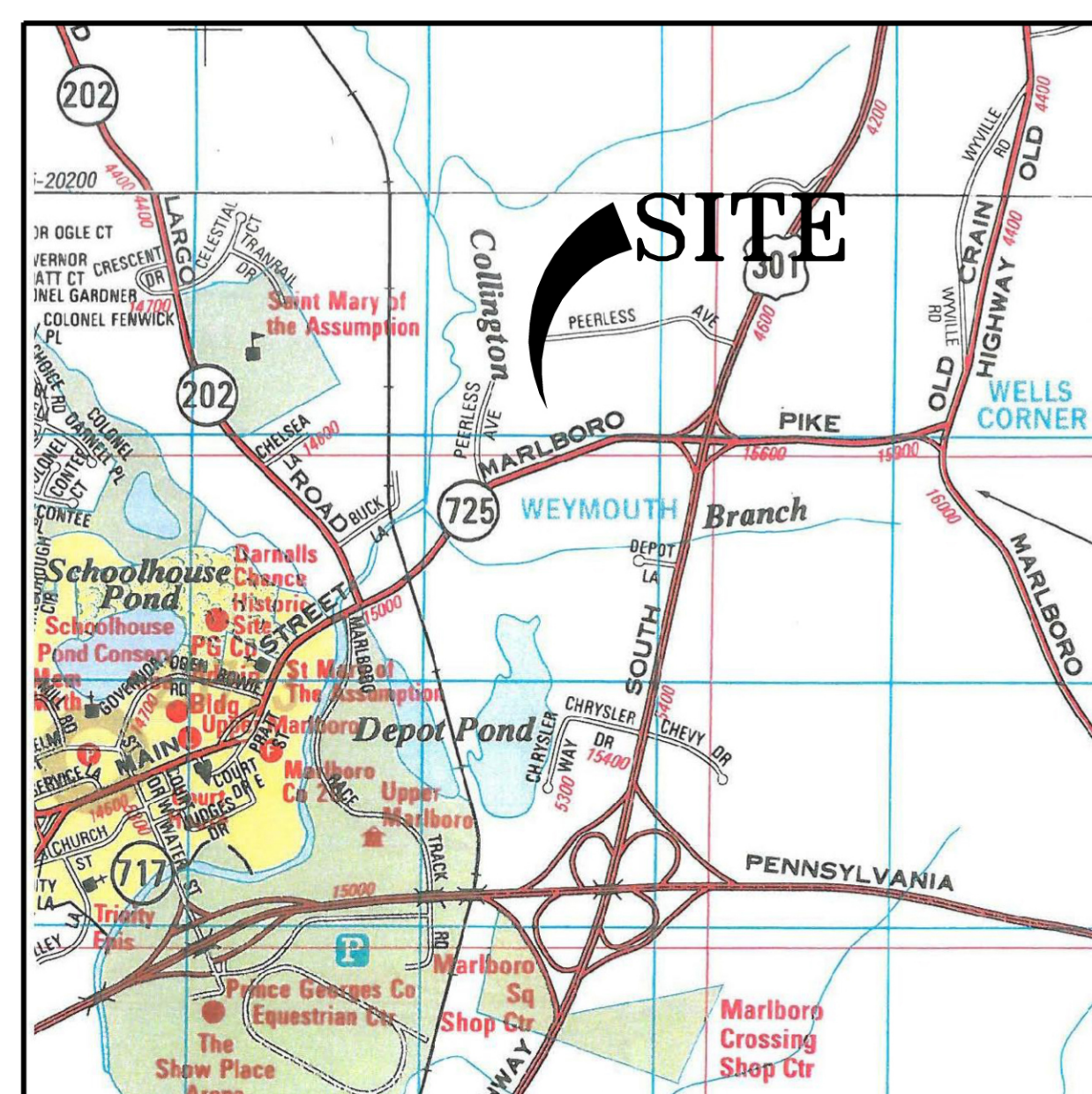
- TOWNHOUSE 'A': 800 S.F. x 3 = 2,400 S.F.
- TOWNHOUSE 'B': 800 S.F. x 3 = 2,400 S.F.
- TOWNHOUSE 'C': 800 S.F. x 3 = 2,400 S.F.
- TOWNHOUSE 'D': 800 S.F. x 3 = 2,400 S.F.

**TOTAL TOWNHOUSE AREA: 9,600 S.F.**

**TOTAL BUILDING AREA: 291,912 S.F.**

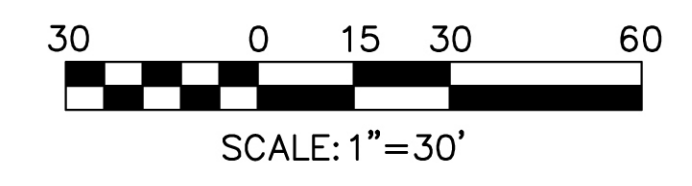
**TOTAL LOT AREA: 203,294 S.F.**

**TOTAL FAR: 291,912 S.F. / 203,294 S.F. = 1.44**

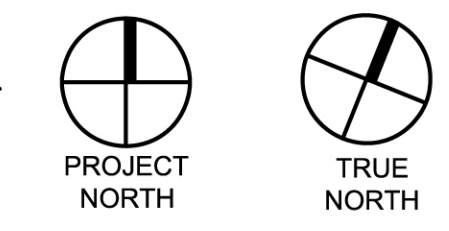


**VICINITY MAP**

SCALE = N.T.S. MAP: 27 GRID: D-1  
 Prince George's County



1 PROPOSED SITE PLAN  
 1" = 30'-0"



GLOBAL HOUSING ALLIANCE, INC.  
 6702 2nd Street NW  
 Washington, DC 20012  
 202-246-8998  
 info@globalhousingalliance.com

RENOVATION PLANS FOR:  
**UPPER MARLBORO GATEWAY**  
 PRINCE GEORGE'S COUNTY, MARYLAND

SCHEMATIC DESIGN	02/09/20
NO. ISSUE/REVISION	DATE
PROJECT No: 20-019	
FILE NAME:	
DRAWN BY: IO	
CHECKED BY: RN	

SHEET TITLE  
**PROPOSED SITE PLAN,  
 SCHEME C**

PROFESSIONAL SEAL & SIGN

SHEET No.  
**A-3**



# Town of Upper Marlboro

Town Hall, 14211 School Lane    Tel: (301) 627-6905    info@uppermarboromd.gov  
Upper Marlboro, MD 20772    Fax: (301) 627-2080    www.uppermarboromd.gov  
Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

## Request for Proposals Downtown Upper Marlboro Economic Development Planning Firm (Draft) RFP # UM 2022-01 (Draft)

**Project Overview:** The Town of Upper Marlboro is seeking a qualified, multi-disciplinary consulting firm or team to lead and facilitate visioning sessions with a diverse cross-section of community and business leaders, elected officials, and staff members to develop an action-oriented and comprehensive downtown master plan that will guide and support downtown revitalization and redevelopment efforts, providing the foundation, detailed strategic and graphically illustrated vision, and direction for the next ten years. This plan is intended to spur additional investment in downtown housing, commercial development, culture, and recreation, and will serve as a policy and visual guide for downtown's growth. The plan should recommend changes to the built environment that should be made over the course of the next ten years given current demographic profiles, economic conditions, and community goals, as well as an examination of international, national, regional, and local trends that will impact development patterns in the community.

**Scope of Project:** The Town of Upper Marlboro will create an advisory committee, to include Town elected officials and staff, property and business owners, and members of the public to work directly with the consultant and staff to provide review comments and recommendations. The selected consultant must:

- a. Facilitate, record, and process information gathered from a determined number of stakeholder meetings and other means to collect public input
- b. Attend regular Town meetings and work sessions
- c. Analyze demographic, economic, infrastructure, transportation, and environmental data to recognize historical trends and to project future trends
- d. Analyze existing land use regulations and policies
- e. Evaluate existing traffic patterns and make recommendations, particularly to increase the pedestrian friendliness of Main Street
- f. Evaluate existing parking and make recommendations for future needs
- g. Identify public space improvements
- h. Evaluate current regulatory measures that encourage and/or mandate specific uses, appropriate scale, architecture, and design, and make recommendations for changes that align with the identified goals and objectives
- i. Identify strategies to enhance the downtown gateways
- j. Identify ways to improve Downtown Upper Marlboro's walk and bike scores
- k. Identify opportunities and provide vision for mixed-use infill development that maintains the character and walkability of the downtown district
- l. Explore opportunities for Town Commons area improvements to improve accessibility, increase use, and provide enhanced connections to the downtown core
- m. Prepare a draft document, representing the Advisory Committee's work and long-range recommendations
- n. Deliver presentations to various stakeholder groups as necessary as determined during the process

**Commented [MSF1]:** So I was kind of hoping they would do more actual business recruitment and implementation. I guess we need a plan to implement...but I am also thinking we have a lot together between that plan the firm under Tonga did and the work I've done on the vision plan. Thoughts?

- o. Prepare implementation strategies to achieve goals and objectives and assign responsibilities

**Deliverables:**

- Phased implementation plan
- Digital copy of all reference data and preliminary study documents
- PowerPoint presentation of the plan for promotional purposes
- Print ready digital copy of the plan for the purpose of public relations, marketing and recruitment with typical sections, maps, drawings and renderings, architectural standards, and strategies as necessary to enable the implementation of the plan
- Electronic maps and GIS data
- Funding plan/options

**Deadline:** Responses to this RFP are to be submitted by **Friday July 1<sup>st</sup>, 2022**, at 5pm. By Mail: Town of Upper Marlboro P.O. Box 280 Upper Marlboro MD 20773. By Email: [Info@UpperMarlboroMD.gov](mailto:Info@UpperMarlboroMD.gov). In-Person: Upper Marlboro Town Hall 14211 School Lane Upper Marlboro MD 20772.

**Confidentiality** Vendors must treat all documents and information provided by the Town including this RFP, as confidential. The Town will treat all proposals received, and the information contained therein, as confidential until a negotiated contract is executed, or all proposals are rejected.

**Public Statement** No vendor shall make any public statement in relation to this RFP without prior written consent from the Town.

**General Conditions** The following general conditions apply:

- The Town may not necessarily accept the lowest cost proposal but will strive to select the best and most responsive proposal.
- The Town may cancel this RFP or amend its contents at any time prior to acceptance of a proposal.
- If no proposal is acceptable, then the Town may either re-issue the request for proposal or negotiate with one or more vendors for a satisfactory offer.
- The award of a proposal shall not be deemed final unless and until a contract is successfully negotiated and approved by Town.

**Insurance:** It is desirable that respondents carry insurance in the approximate amounts set forth below. Responders who carry lower limits should state so in their responses to the proposal (bid response).

- Workers' Compensation (as required by State of Maryland law)
- Comprehensive General Liability Limits: \$500,000 per occurrence for Bodily Injury \$500,000 per occurrence for Property Damage \$1,000,000 aggregate
- Automobile Liability: Limits: \$500, 000 per person \$500,000 per occurrence \$500,000 per occurrence for property damage
- Selected respondent will be required to submit a policy endorsement naming the Town of Upper Marlboro, Maryland, as an additional insured.

**Budget:** The Town is planning for the budget of this RFP to be between \$50,000 and \$75,000.

**Rejection Of Submissions:** The Town reserves the right to do the following: reject any or all submissions, waive informalities and irregularities in the submissions received, and accept any portion of any submission if deemed in the best interest of the Town.

**Incurring Cost:** The Town is not liable for any cost incurred by entities prior to executing a contract or purchase order.

**Point of Contact:** Kyle Snyder, Town Administrator, can be reached at 301-627-6905 or [ksnyder@UpperMarlboroMD.gov](mailto:ksnyder@UpperMarlboroMD.gov) with any questions.

*Thank you for your interest in this Request for Proposals from the Town of Upper Marlboro.*



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

Tel: (301) 627-6905  
Fax: (301) 627-2080

[info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)  
[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator  
Date: Wednesday March 2<sup>nd</sup>, 2022  
Re: Upper Marlboro Community Playground Phase 2 & 3 Update

Commissioners,

### Phase 1- Train Station Play structure (ages 5-12)

This structure is built, and the Town intends to “soft-open” Phase 1 play area in Spring 2022 while Phases 2 & 3 are being built. The Town budgeted \$250,000 in FY22 for this project, with \$200,000 coming from the State DNR Grant, and the Town contributing \$50,000. Final payment for this project has been cut, and we will be requesting reimbursement from the State. Once the Phase 2 & 3 design is finalized in the Spring, we will install the black perimeter fence, and place a temporary woodchip path from the BOE parking lot to the playground. Once Phase 2 & 3 are complete the woodchips will be replaced with asphalt or permeable ADA compliant paving.

### Phase 2 & 3- Train Play Structure & Splash Pad

The Town will need to enter into a new contract with Sparks @ Play for Phases 2 & 3. We hope to have the contract before the Board at the March Town Meeting for approval. Below is the current funding sources for the project as of now, the FY23 DNR Grant & Bond Bill are pending.

Funding Source	Amount
FY21 DNR Grant	\$199,000
FY22 DNR Grant	\$192,000
FY23 Bond Bill	\$275,000
FY23 Town Funds	\$60,000
<b>Total Funding:</b>	<b>\$726,000</b>

Expense	Amount
Phase 2	\$321,576.81
Phase 3	\$391,968.90
<b>Total Cost:</b>	<b>\$713,545.71</b>

There are going to be two main obstacles in moving this project forward 1) The permitting process ( it took nearly 9 months for Phase 1) and 2) Shifting the property line between the two Town lots (Town Hall & Playground) in order to have the playground all on one property for the building permit.



# PROPOSAL

Proposal Number: 007230-1

Proposal Date: March 2, 2022

Opportunity No.: 007230

**ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE MADE OUT TO:**

Sparks at Play, LLC  
 3705 Crondall Lane  
 Owings Mills, MD 21117  
 T: 410-356-4151 F: 410-356-2198

**Proposal Presented To:**

Town of Upper Marlboro  
 , 20772

TO: Kyle Snyder

FROM: Curtis Smith

RE: Town of Upper Marlboro Phase 2

Customer ID	Good Through	Sales Rep Name
Town of Upper Marlboro	30 days from proposal date	Curtis Smith

Quantity	Unit Type	Description	Unit Price	Amount
237	LF	<b>Wooden Borders</b> Layout, furnish and install 128 L.F. of 6" x 8" pressure treated timber border.	\$43.32	\$10,266.84
1	Lump Sum	<b>Civil Engineering:</b> <ul style="list-style-type: none"> <li>• Topographic Survey (Parcel 050) and along Old Crain Highway to School Lane</li> <li>• Boundary Survey (Parcel 049 and Parcel 050)</li> <li>• Convert two lots/parcels into one single lot via PG County subdivision process</li> <li>• Right of Way Land Dedication and recordation</li> <li>• Simplified NRI-FSD and Forest Stand Delineation</li> <li>• Civil Engineering - Permit Set (Preliminary and Final Package)</li> <li>• Stormwater Management (SWM) Design and Utility Plans</li> <li>• Prepare Civil Plans &amp; submit to DPIE for Final Grading Permit (Concept and Final)</li> <li>• WSSC water and sewer design for Splash Park improvements</li> <li>• Participate in virtual meetings with Client/Owner to discuss design</li> <li>• Construction Administration Phase Services (Site Visits, RFI's, Submittals/Shop Drawings)</li> <li>• Reimbursable Expenses</li> </ul> Separate/Additional Services (Not included, but may be added): <ul style="list-style-type: none"> <li>• Dry Utilities Design/Coordination (Relocate 3 Power/light poles on Old Crain Highway)</li> <li>• As-Built SWM Survey and Certification</li> <li>• Geotechnical Engineering - Subcontract services to perform maximum of 2 borings</li> <li>• Subsurface Utility Designation (Quality Level B) - Area limited to 1/2 acre</li> </ul>	\$81,112.50	\$81,112.50





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 3705 Crondall Lane  
 Owings Mills, MD 21117  
 T: 410-356-4151 F: 410-356-2198

Quantity	Unit Type	Description	Unit Price	Amount
		<ul style="list-style-type: none"> <li>Roadside Tree Permit (Prepare plans to meet Maryland Law)</li> </ul>		
1	Lump Sum	<u>LSI Freight:</u> <ul style="list-style-type: none"> <li>For LSI Design 007230TUM-1-2</li> <li>Shipped to 21117</li> <li>Quote# 144-21-199</li> <li>Valid until 5.7.22</li> </ul>	\$4,620.00	\$4,620.00
1	Lump Sum	<u>LSI Equipment:</u> <ul style="list-style-type: none"> <li>Landscape Structures Play Equipment per Design # 007230TUM-1-2.</li> </ul>	\$101,915.00	\$101,915.00
1	Lump Sum	*Landscape Structures Play Equipment per Design # 1160904-01-03-01 Entrance Gate	\$12,725.00	\$12,725.00
1	Lump Sum	<u>Playground Install</u> Install Playground equipment per drawing/design #007230TUM-1-1. <ul style="list-style-type: none"> <li>Layout, excavate footings and dispose of spoils off-site.</li> <li>Furnish and pour 3000 psi concrete footings.</li> </ul>	\$30,776.60	\$30,776.60
1	Lump Sum	<u>Permit Expediter:</u>	\$8,750.00	\$8,750.00
128	LF	<u>Permanent Fencing</u> Supply 128 L.F. of Alumiguard 4' fence and (1) single gate.	\$37.90	\$4,851.20



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Quantity	Unit Type	Description	Unit Price	Amount
1	Lump Sum	<b><u>Permanent Fencing</u></b> Install Alumiguard fencing per installation documents. <ul style="list-style-type: none"> <li>Excavate footings and dispose of spoils off-site.</li> <li>Install 128 L.F. of Alumiguard fencing.</li> </ul>	\$11,571.62	\$11,571.62
1619	SF	<b><u>Playground PIP Surfacing:</u></b> <ul style="list-style-type: none"> <li>Combination 1-3/4" thick (1917 sq ft) and 3" thick (1350 sq ft) (Thicknesses are subject to a nominal variation) system with top surface in 50% Color and 50% Black.               <ul style="list-style-type: none"> <li>(Three Color or color mixes, one for field and two for track graphic - track graphic cannot be installed under equipment, up to, and to the side of equipment only).</li> </ul> </li> <li>Includes Aliphatic.</li> <li>Includes freight.</li> <li>Deduct \$1.60/sq ft if each color is to include 50% Black.</li> <li>Due to volatility in the urethane market the quote is good for 60 days from day quote is provided.</li> </ul>	\$22.81	\$36,929.39
1619	SF	<b><u>Stone Base</u></b> Furnish and install 1619 S.F. of 4" thick compacted #57 stone sub-base and filter fabric.	\$4.06	\$6,573.14
1619	SF	<b><u>Excavation</u></b> Excavate 1,619 S.F. x 6" deep and dispose of spoils off-site. <ul style="list-style-type: none"> <li>Pricing includes removing 37 L.F. of existing border to be reused.</li> <li>Pricing does not include dumpsters.</li> </ul>	\$3.88	\$6,281.72
1	Lump Sum	<b><u>Soil Disposal</u></b> Hauling of spoils off-site.	\$3,628.80	\$3,628.80
180	LF	<b><u>Temporary Fencing</u></b> Temporary 6' tall construction fencing. <ul style="list-style-type: none"> <li>Lease covers a 0-6 months.</li> <li>\$654.82 per 3 month extension if necessary.</li> </ul>	\$8.75	\$1,575.00



# PROPOSAL

Proposal Number: 007230-1

Proposal Date: March 2, 2022

Opportunity No.: 007230

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3705 Crondall Lane  
Owings Mills, MD 21117  
T: 410-356-4151 F: 410-356-2198

Quantity	Unit Type	Description	Unit Price	Amount
			SUBTOTAL	\$321,576.81
			SALES TAX	\$0.00
			TOTAL AMOUNT	\$321,576.81

**SCOPE OF WORK:**

Provide labor, material and equipment to install playground equipment, timber borders, stone sub-base, and poured-in-place safety surfacing per line item descriptions below. Pricing is based on (1) mobilization and direct access to the site for Sparks@Play employees, equipment and vehicles necessary to perform the work. Clean up job site at the end of each day of all Sparks@Play generated debris.

**EXCLUSIONS:**

Sparks@Play excludes wage rates, fees, inspections, maintenance of traffic, traffic control and any work not stated in the SCOPE OF WORK.

**SECURITY NOT PROVIDED:** Based on the SCOPE OF WORK above, Sparks at Play, LLC will not be responsible for security after our crew has left the job site each day, unless we are the acting general contractor.

**WEATHER:** Favorable weather conditions must be present for the proper installation products. Sparks at Play, LLC reserves the sole and exclusive right to determine if appropriate daily weather conditions exist prior to our dispatch of installation crew.

**WORKDAY:** Normal work hours are weekdays between 7 am and 5 pm. However, work hours may be adjusted to early morning or late evening to facilitate the installation. This pricing does not include any weekend or evening work.

**ADDITIONAL MOBILIZATION FEE:** Sparks@Play, LLC. will charge a fee of \$2,500.00 for additional mobilizations if one of the following occurs:

1. When Sparks@Play, LLC. or its subcontractor is caused to remobilize, unplanned, to the project for reasons caused by others.
2. If Sparks@Play, LLC. or its subcontractor arrives on site as scheduled and the site is not ready to receive the work of Hunt Valley Contractors or their subcontractor.

*Please note all pricing and terms are subject to change unless contract agreement has been made.*

**TERMS:** Payment terms are as follows:

50% deposit due upon signing, and monthly progressive billing. By signing this proposal, the customer and/or customer's agent agrees that in the event that the customer cancels this order, the customer will need to pay a



# PROPOSAL

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Proposal Date: March 2, 2022

Opportunity No.: 007230

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3705 Crondall Lane  
Owings Mills, MD 21117  
T: 410-356-4151 F: 410-356-2198

cancellation fee. If the order is cancelled prior to being shipped, the fee will be 30% of entire proposal amount. Once the product has left the manufacturer the cancellation fee will be 100% of the shipped product plus 20% of the remainder of the proposal. Proposal expires in 30 days.

New customers for projects not secured by a payment and performance bond or government funding will require a credit application.

**CREDIT CARD:** We do not accept credit card payments.

Note that prices increase after January 1. All product must be ordered **and** shipped prior to December 31. Check lead times and available delivery dates to ensure your order is placed and shipped this year to avoid a price increase. Orders will not be placed until submittals are approved.

**COLLECTION EXPENSE:** Sparks at Play, LLC shall be entitled to recover from purchaser its collection costs, including the reasonable fees of counsel, if Sparks at Play, LLC turns purchaser's account over to an attorney or collection agency for collection.

Please call if you have any questions.

**Accepted by Customer:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Customer PO Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***IF YOU ARE A TAX-EXEMPT ORGANIZATION PLEASE SUPPLY A COPY OF YOUR TAX EXEMPTION CERTIFICATE AT TIME ORDER IS PLACED OR SALES TAX WILL BE CHARGED.***



# PROPOSAL

Proposal Number: 007205-1

Proposal Date: March 2, 2022

Opportunity No.: 007205

**ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE MADE OUT TO:**

Sparks at Play, LLC  
 3705 Crondall Lane  
 Owings Mills, MD 21117  
 T: 410-356-4151 F: 410-356-2198

**Proposal Presented To:**

Town of Upper Marlboro  
 , 20772

TO: Kyle Snyder

FROM: Curtis Smith

RE: Town of Upper Marlboro Splash Pad

Customer ID	Good Through	Sales Rep Name
Town of Upper Marlboro	30 days from proposal date	Curtis Smith

Quantity	Unit Type	Description	Unit Price	Amount
1	Lump Sum	<b>Splash Pad Equipment:</b> Aquatix Splash Pad per Design #1157224-02-02 Including: Jets and Play Features Cartridge Filtration Skid Chemical Treatment Ultra Violet Disinfection System Feature Skid Distribution Manifold Pre-fabricated Water Reservoir Step Pad Activator Control Panel - All On/Off Collector Box Rain Diverting Waste Valve Box Design and Construction Drawings Prefab Above Ground Mechanical Enclosure DOES NOT include Engineer Stamp	\$212,696.00	\$212,696.00
1	Lump Sum	<b>Splash Pad Install:</b> Assemble and erect aquatix equipment per LSI drawing #1157224-02-02 and installation documents. <ul style="list-style-type: none"> <li>Installation of recirculation tank included in price.</li> <li>Furnish and install schedule 80 pvc piping for all splash pad mechanical system piping.</li> </ul>	\$68,893.80	\$68,893.80
1157	SF	<b>Concrete Paving</b> Furnish and pour concrete apron and splash pad. <ul style="list-style-type: none"> <li>Form approximately 153 L.F. of area to be poured.</li> <li>Furnish and install welded wire mesh.</li> <li>Furnish and pour 4000psi x 5" thick splash pad.               <ul style="list-style-type: none"> <li>Pad to have required expansion joints every 20' x 20'.</li> <li>Saw-cut joints every 10' and thicken profiles at edge of pad and at each structure/embed.</li> </ul> </li> <li>Furnish and pour 3500psi x 4" thick concrete apron.</li> </ul>	\$20.15	\$23,313.55



# PROPOSAL

Proposal Number: 007205-1

Proposal Date: March 2, 2022

Opportunity No.: 007205

**ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE MADE OUT TO:**

Sparks at Play, LLC  
 3705 Crondall Lane  
 Owings Mills, MD 21117  
 T: 410-356-4151 F: 410-356-2198

Quantity	Unit Type	Description	Unit Price	Amount
		<ul style="list-style-type: none"> <li>Apron to include expansion joint at perimeter edge of splash pad and needed saw-cut joints.</li> </ul>		
1	Lump Sum	<b>Splash Pad Freight:</b> <ul style="list-style-type: none"> <li>Shipping from Delano, MN to 21117</li> </ul>	\$18,664.80	\$18,664.80
1	Lump Sum	<b>Subcontractors</b> Electrical subcontractor and plumbing subcontractor.	\$12,960.00	\$12,960.00
153	LF	<b>Permanent Fencing Supply</b> Supply 128 L.F. of Alumiguard 4' fence and (1) single gate.	\$37.90	\$5,798.70
1	Lump Sum	<b>Permanent Fencing Install</b> Install Alumiguard fencing per installation documents. <ul style="list-style-type: none"> <li>Excavate footings and dispose of spoils off-site.</li> <li>Install 128 L.F. of Alumiguard fencing.</li> </ul>	\$11,571.62	\$11,571.62
1157	SF	<b>Site Excavation</b> Excavate 1,157 S.F. at varying depths and dispose of spoils off-site. <ul style="list-style-type: none"> <li>Excavate 366 S.F. x 23" deep. • Excavate 791 S.F. x 8" deep.</li> <li>Excavate pit for recirculation tank.</li> <li>Dumpsters not included in this price.</li> </ul>	\$14.04	\$16,244.28
1157	SF	<b>Stone Base</b> <ul style="list-style-type: none"> <li>Furnish and install 1,157 S.F. of granular fill and #57 stone base at varying depths.</li> <li>Furnish and install 366 S.F. x 18" thick compacted granular fill.</li> <li>Furnish and install 791 S.F. x 4" thick compacted #57 stone sub-base.</li> </ul>	\$9.70	\$11,222.90



# PROPOSAL

Proposal Number: 007205-1

Proposal Date: March 2, 2022

Opportunity No.: 007205

**ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE MADE OUT TO:**

Sparks at Play, LLC  
 3705 Crondall Lane  
 Owings Mills, MD 21117  
 T: 410-356-4151 F: 410-356-2198

Quantity	Unit Type	Description	Unit Price	Amount
1	Lump Sum	<b>Hauling Spoils</b> Hauling of spoils off-site.	\$9,072.00	\$9,072.00
175	LF	<b>Temporary Fencing</b> Temporary 6' tall construction fencing. <ul style="list-style-type: none"> <li>• Lease covers a 0-6 months.</li> <li>• \$654.82 per 3 month extension if necessary.</li> </ul>	\$8.75	\$1,531.25
			SUBTOTAL	\$391,968.90
			SALES TAX	\$0.00
			TOTAL AMOUNT	\$391,968.90

**SCOPE OF WORK:**

Provide labor, material and equipment to install aquatix equipment per line item descriptions above. Pricing is based on (1) mobilization and direct access to the site for Sparks@Play. employees, equipment and vehicles necessary to perform the work. Clean up job site at the end of each day of all Sparks@Play generated debris.

**EXCLUSIONS:**

Sparks@Play. excludes wage rates, permits, fees, inspections, maintenance of traffic, traffic control, borders, safety surface, and any work not stated in the SCOPE OF WORK.

**SECURITY NOT PROVIDED:** Based on the SCOPE OF WORK above, Sparks at Play, LLC will not be responsible for security after our crew has left the job site each day, unless we are the acting general contractor.

**WEATHER:** Favorable weather conditions must be present for the proper installation products. Sparks at Play, LLC reserves the sole and exclusive right to determine if appropriate daily weather conditions exist prior to our dispatch of installation crew.

**WORKDAY:** Normal work hours are weekdays between 7 am and 5 pm. However, work hours may be adjusted to early morning or late evening to facilitate the installation. This pricing does not include any weekend or evening work.

**ADDITIONAL MOBILIZATION FEE:** Sparks@Play, LLC. will charge a fee of \$2,500.00 for additional mobilizations if one of the following occurs:



# PROPOSAL

Proposal Number: 007205-1

Proposal Date: March 2, 2022

Opportunity No.: 007205

**ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE MADE OUT TO:**

Sparks at Play, LLC  
3705 Crondall Lane  
Owings Mills, MD 21117  
T: 410-356-4151 F: 410-356-2198

1. When Sparks@Play, LLC. or its subcontractor is caused to remobilize, unplanned, to the project for reasons caused by others.
2. If Sparks@Play, LLC. or its subcontractor arrives on site as scheduled and the site is not ready to receive the work of Hunt Valley Contractors or their subcontractor.

*Please note all pricing and terms are subject to change unless contract agreement has been made.*

**TERMS:** Payment terms are as follows:

50% deposit due upon signing, and monthly progressive billing. By signing this proposal, the customer and/or customer's agent agrees that in the event that the customer cancels this order, the customer will need to pay a cancellation fee. If the order is cancelled prior to being shipped, the fee will be 30% of entire proposal amount. Once the product has left the manufacturer the cancellation fee will be 100% of the shipped product plus 20% of the remainder of the proposal. Proposal expires in 30 days.

New customers for projects not secured by a payment and performance bond or government funding will require a credit application.

**CREDIT CARD:** We do not accept credit card payments.

Note that prices increase after January 1. All product must be ordered **and** shipped prior to December 31. Check lead times and available delivery dates to ensure your order is placed and shipped this year to avoid a price increase. Orders will not be placed until submittals are approved.

**COLLECTION EXPENSE:** Sparks at Play, LLC shall be entitled to recover from purchaser its collection costs, including the reasonable fees of counsel, if Sparks at Play, LLC turns purchaser's account over to an attorney or collection agency for collection.

Please call if you have any questions.

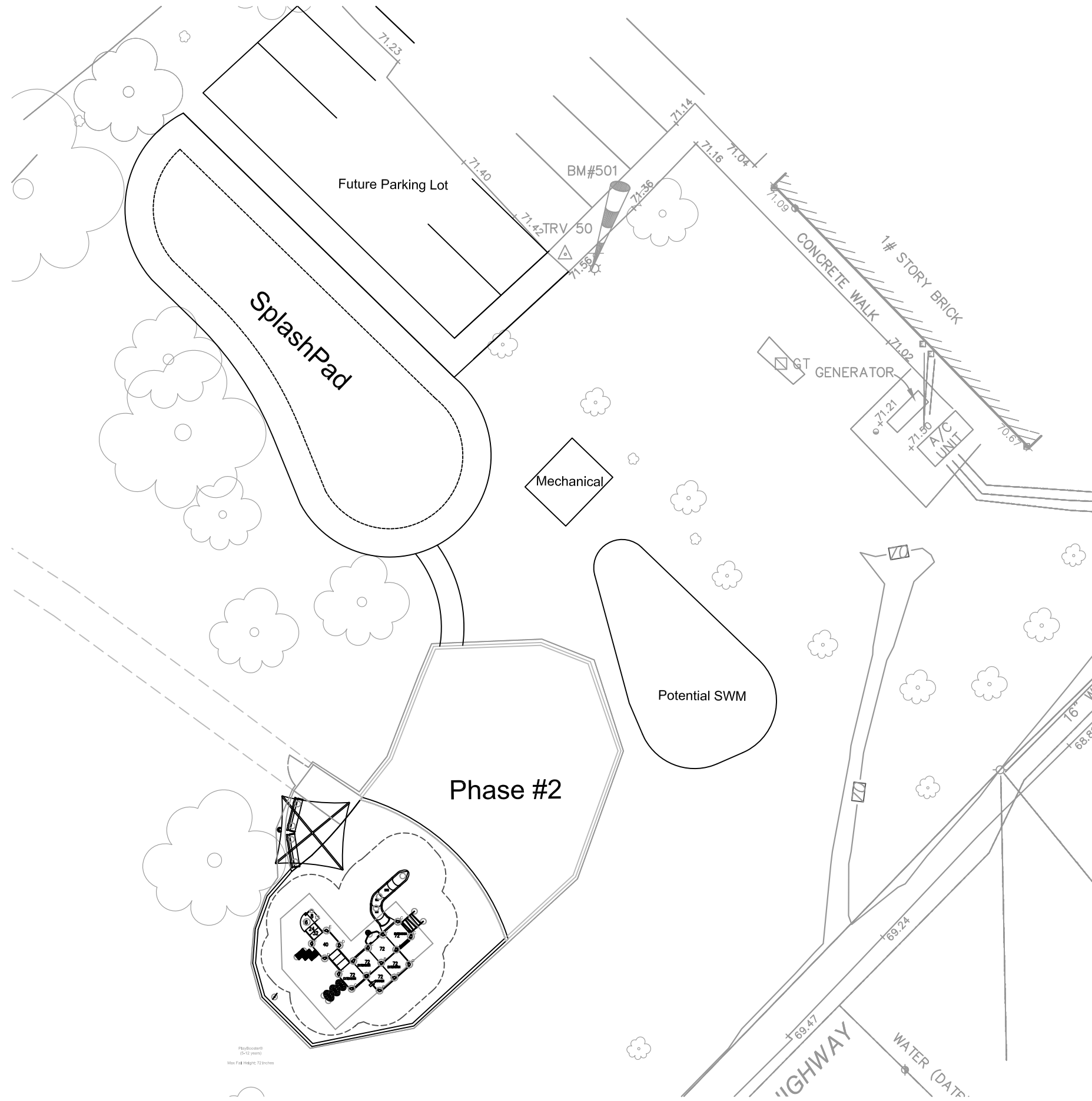
**Accepted by Customer:** \_\_\_\_\_

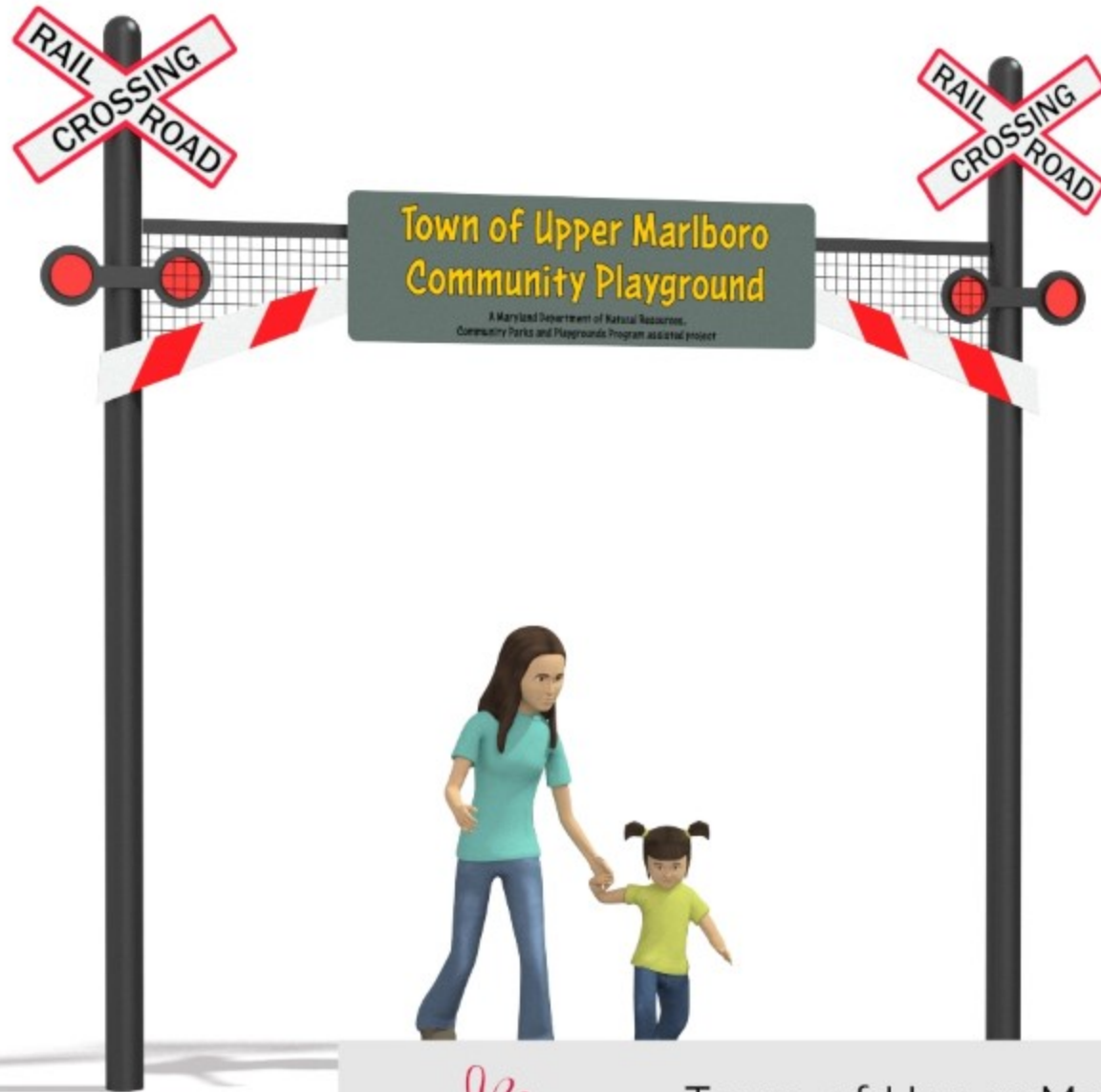
**Print Name:** \_\_\_\_\_

**Customer PO Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IF YOU ARE A TAX-EXEMPT ORGANIZATION PLEASE SUPPLY A COPY OF YOUR TAX EXEMPTION CERTIFICATE AT TIME ORDER IS PLACED OR SALES TAX WILL BE CHARGED.**







*LS*  
landscape  
structures

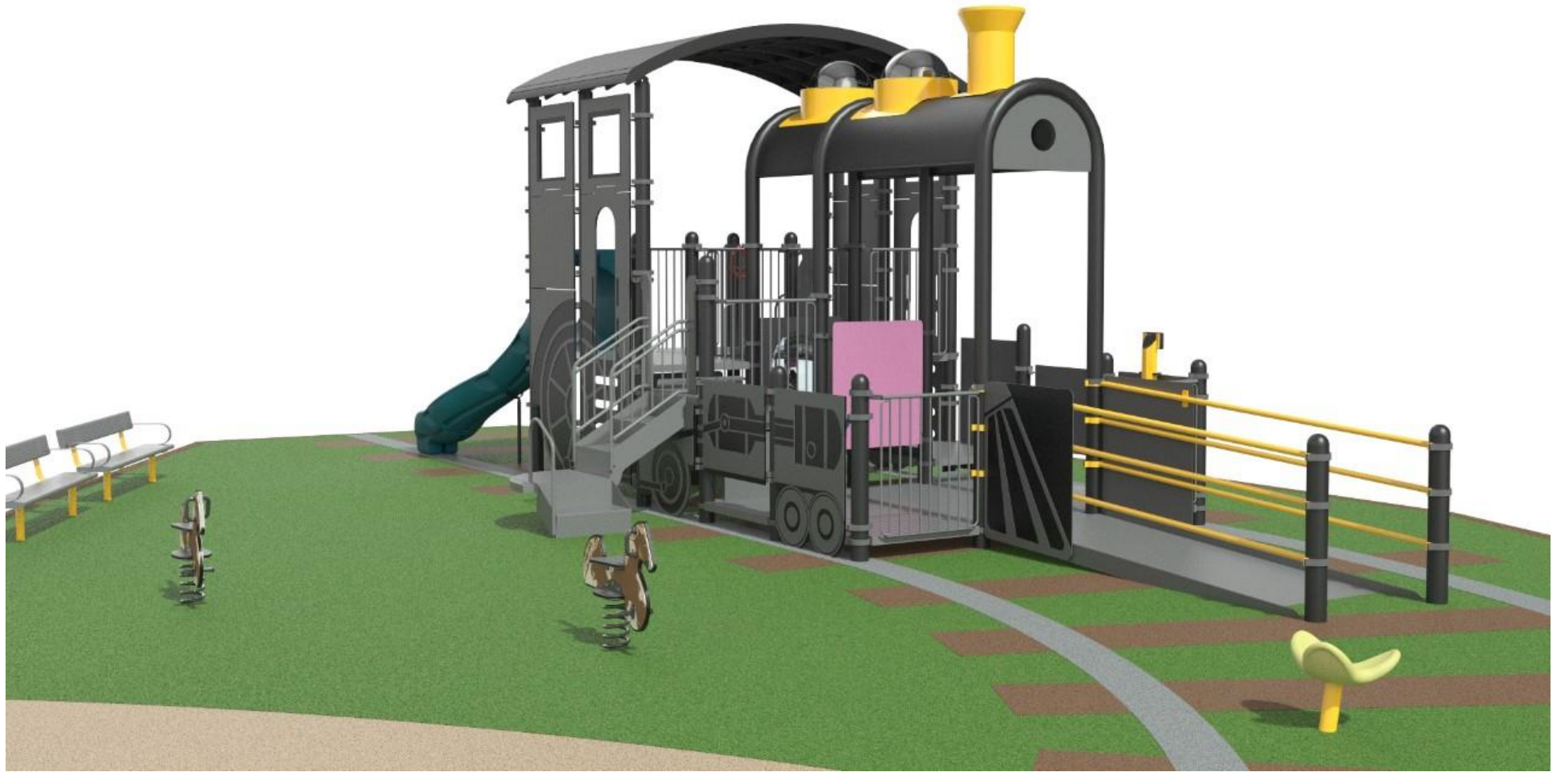
Town of Upper Marlboro Phase 2

 Sparks@Play

1160904-01-03-01 • 02.09.2022

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Phase 2 Playground- Train for Ages 2-5



Phase 2 Playground- Train for Ages 2-5



# Town of Upper Marlboro

Splash Pad Design Proposal 2/3/2022

Presented by  
**Justin Wilson**

Sparks@Play  
(410) 356-2198

[jwilson@sparksatplay.com](mailto:jwilson@sparksatplay.com)





# Town of Upper Marlboro

Design# 1157224-02-02 2/3/2022





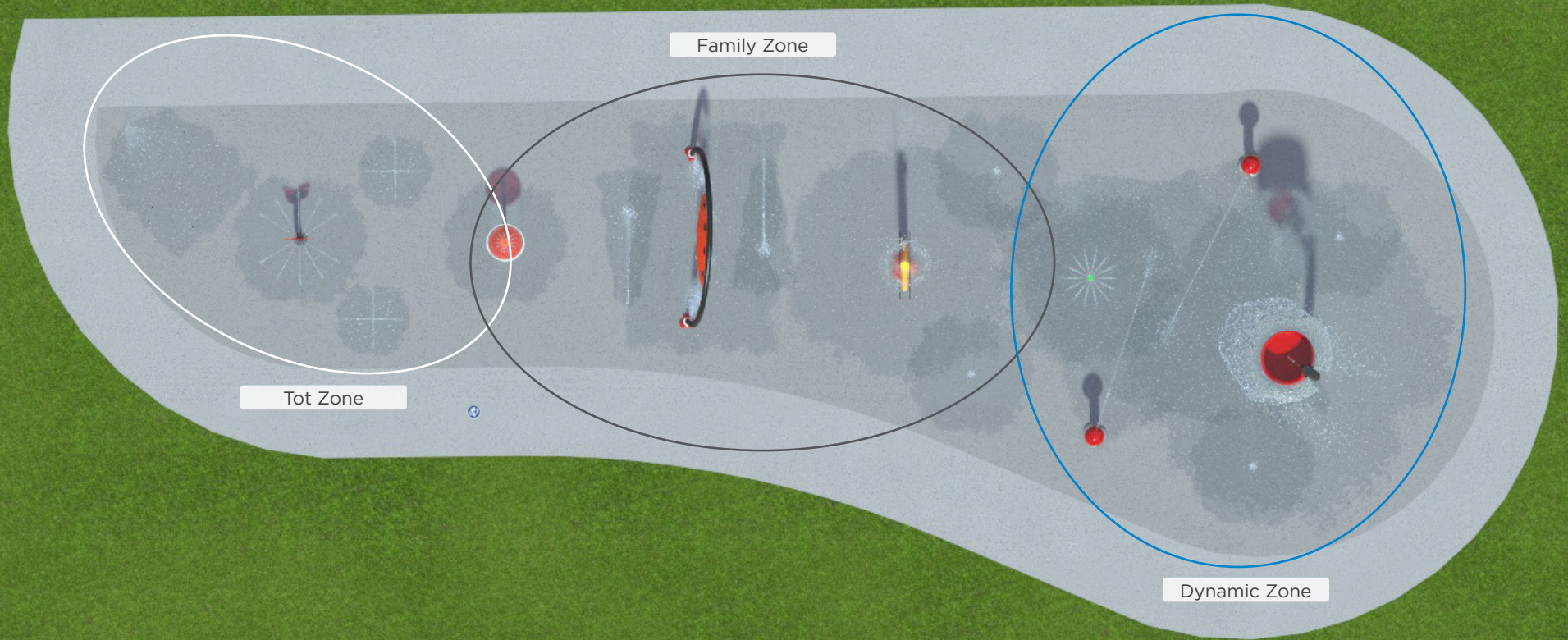
# Town of Upper Marlboro

Design# 1157224-02-02 2/3/2022









## Design Details

\*Surface finishes and/or site furnishings shown are conceptual and provided by others.

### Proposed Color Palette

#### Paint Colors



Custom: Carbon

#### Acrylic Color



#### Step Pad Color



### Project Details

#### Dimensions

87' 6" x 35' 0"

#### Total System Flow Rate

102 GPM

## Color Approval

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

Colors shown are for representation purposes.  
Consult with your Representative for actual color swatches for final color selection.



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

Tel: (301) 627-6905  
Fax: (301) 627-2080

info@uppermarlboromd.gov  
[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator  
Date: Monday February 28<sup>th</sup>, 2022  
Re: FY2023 Town Tax Rate Discussion

Commissioners,

Currently, at \$0.30 per \$100 assessed value, the Town of Upper Marlboro has the lowest residential property tax rate of any other municipality. As you may be aware, last year the Board of Commissioners unanimously passed Resolution 2021-11 which enacted a Multi-Year Town Tax Rate Step Program. This Resolution proposed the first tax increase to residential properties in the past 40 years to help offset the Town's dependence on parking meter income and allow the Town to provide higher quality municipal services. Tax rates in this Resolution for FY22 were then made official in the FY22 Budget Ordinance. Unless the Board objects, staff will be utilizing the below rates in the FY23 Budget Planning, and they will be formally approved with the FY23 Budget Ordinance to be approved in June.

Classification	Current FY 22 Rates	Proposed FY 23 Rates	FY 24 Rates	Classification Description
Residential Property Tax	\$0.30	\$0.34	\$0.38	Residential Only zoned properties
Commercial Property Tax	\$0.54	\$0.56	\$0.57	Commercially zoned properties
Business Personal Property	\$0.50	\$0.53	\$0.55	What individual business owners pay
Public Utility Tax	\$1.50	\$1.75	\$2.00	Pepco, Verizon, WSSC, Comcast, ect.

With Town residential property taxes increasing \$0.04 to \$0.34 per \$100 assessed value, the Town would move from having the lowest municipal tax rate to the 2<sup>nd</sup> lowest in the County, with only the City of College Park being lower at \$0.315 per \$100 assessed value (unless the City of College Park raises their tax rate in FY23 as well). The City of College Park does not have its own police department to fund, as UMD Campus Police have a large amount of jurisdiction within the municipality which greatly reduces their need to fund a full public safety agency. In contrast, the Town of Colmar Manor has the highest tax rate in the County at \$0.92 per \$100 assessed value.

**Tax Increase Effect on a Residential Property:** The owner of an average-assessed valued home within the Town will see a roughly \$80 increase in Town taxes with this proposed tax increase.

Residential Property Value	FY 22 (Current)	FY 23 (Proposed)	FY 24 (Future)
\$200,000	\$600	\$680	\$760

After FY 2024, the residential tax rates will continue to increase at a much lower rate of \$0.005 per \$100 assessed value every other year (starting in FY2026) to account for cost of living and inflation. It would take 8 years for the residential property tax rate to increase from \$0.38 to \$0.40 with these gradual increases.

**Anticipated Additional Tax Revenue:**

Below is the estimated anticipated revenue of each tax step proposed in FY23. There are two sets of figures, with one showing only the additional tax income based solely off the higher net assessable real property base as provided by the State Department of Assessments & Taxation as of 2/14/22, and the other showing the increase including both the higher assessed value and the new tax rate.

<b>Classification</b>	<b>Additional Revenue from Assessment Increase Only</b>	<b>Additional Revenue from Tax Increase &amp; Assessment Increase</b>
Residential Property Tax	\$9,073	\$33,939
Commercial Property Tax	\$11,544	\$18,963
Business Personal Property	\$2,133	\$2,133
Public Utility Tax	\$166,833	\$166,833
<b>Total Additional Revenue</b>	<b>\$189,583</b>	<b>\$221,868</b>

**New Proposed Tax Rates :**

Vacant Developed Real Property Tax

This type of tax rate is geared towards redevelopment, and incentives property owners not to allow their building or store fronts to remain vacant by imposing a higher tax rate if the property is deemed vacant by the Town. Once a property is no longer vacant, the property tax will revert back to the normal Town Property Tax rate the following fiscal year. This tax would not apply to commercially zoned land that is not built upon (unimproved) or if the property has a current County building permit. At this time, this rate could be applied to 1-3 commercial properties

The City of Mount Rainer is the only other County municipality to have a separate vacant property tax rate at \$2.50 per \$100 of assessed valuation.

Agriculture-Use Tax

Town Staff are looking into the possibility of implementing a lower tax rate for properties that are primarily use for agriculture and have little to no structures on them. This A possible tax rate is \$0.25 per \$100 assessed value. This would incentivize property owners not to develop the land, as well as create a more equitable situation since a field of crops does not require the same level of municipal service as a occupied house or commercial storefront.

Green Team - Upper Marlboro

	Cost	Income
<b>Community Garden</b>		
Soil/Compost	\$ 150.00	
Fertilizer	\$ 100.00	Bylaws should restrict the type of fertilizer that can be used.
Seeds	\$ 200.00	
Seed starting trays & soil	\$ 100.00	
Grow Lights		
Tools	\$ 75.00	
Garen Plots (lumber)	\$ 500.00	\$120.00 4 X4 Option to share, you still pay the fee
Fence extension & repairs	\$ 250.00	
Compost Bins	\$ 100.00	
Row Cover	\$ 50.00	
Greenhouse (temporary)	\$ 200.00	
Donations		\$400.00
 <b>Rain Barrel Program</b>		
		Hardware to convert otters-25 kits
Mosquito Control Program	\$ 1,250.00	\$625.00 ~\$50/2 buckets
Administrative	\$ 170.00	
<b>Totals</b>	<u>\$ 3,145.00</u>	\$ 1,145.00 <span style="border: 1px solid black; padding: 2px;">\$ 2,000.00</span> Budget Request
 <b>Greenhouse</b>		
	\$ 15,000.00	* Request includes greenhouse and labor to construct permanent greenhouse

## Town of Upper Marlboro Historic Committee FY23 Budget Request

Item	Quantity	Amount	Budgeted	Actual
<b>2022 Budget Items</b>				
			<b>\$750</b>	<b>\$750</b>
Walking Tours (B/W)	150	\$1.50	\$225.00	
Walking Tours (Color)	20	\$2.00	\$40.00	
Main Street Maps	50	\$0.20	\$10.00	
Frames for pictures	5	\$40.00	\$200.00	
Hardware for Pictures	5	\$5.00	\$25.00	
T-Shirts	10	\$12.00	\$120.00	
Food for MMM	1	\$50.00	\$50.00	
Voice Amplifier	1	\$40.00	\$40.00	\$40.00
Weebly	1	\$33.90	\$33.90	
<b>Subtotal</b>			<b>\$743.90</b>	<b>\$40.00</b>
<b>Remaining</b>				<b>\$710.00</b>

2023 Budget Items		NOTE: Some of The costs can be moved to the 2022 Budget		
<b>Crain Monument Centennial</b>				
Flyers	1000	\$0.40	\$400.00	
Advertisement	3	\$40.00	\$120.00	\$120.00
Grand Stand	1	\$500.00	\$500.00	
Drone Camera Photography	2	\$150.00	\$300.00	\$300.00
Permits	2	\$100.00	\$200.00	\$200.00
Generator Rental	3	\$100.00	\$300.00	
Tables Rental (6 ft Square)	20	\$8.25	\$165.00	
Chairs Rental	200	\$1.75	\$350.00	
Band/DJ	1	\$1,500.00	\$1,500.00	\$1,500.00
Decorations/Banners	1	\$500.00	\$500.00	\$500.00
Microphone/Speakers/PA	1	\$250.00	\$250.00	
Traffic Sign	3	\$360.00	\$1,080.00	
Porta Potties	5	\$100.00	\$500.00	\$500.00
Programs (5.5 x8)	1000	\$1.50	\$1,500.00	
Awards (each county/Balt./Gov/)	7	\$50.00	\$350.00	
<b>Total</b>			<b>\$8,015.00</b>	<b>\$3,120.00</b>

Not sure if needed

Estimated (B & K Rentals/In town)/PG Central Services?

Hourly charge

Not sure if needed/ Joe H has 1

Park and Planning?

Park and Planning?

Estimated (if Band, will need Band Stand/Park and Planning?)

Estimated

This is a BIG one/Joe H.

United Rental/SHA?

Business Ads/In house Printing

Business Donations or Centennial Plaque?